

*W. Lee R.*  
28 FEB 1955

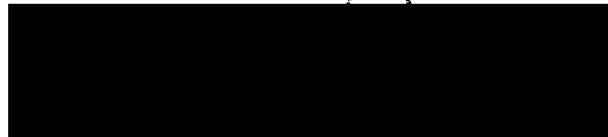
MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Notification of Confidential Funds Personnel Actions

1. On 6 January 1955, the original Staff Study on the "Notification of Confidential Funds Personnel Actions", which had been concurred in by the Comptroller, the Director of Security, and the Chief, Management Staff, was returned to you for further review.

2. Your attention is invited to the fact that, the recommendation for use of the Standard Form 50 for all types of personnel actions, (vouchered and confidential or unvouchered), having received general approval, has been made an integral part of several more recent proposals intended to improve Personnel Action Processing. One such proposal, developed through the joint efforts of representatives of the Management Staff and the Personnel Office, concerns the control reporting and documenting of IN and OUT Casuals. Another relates to T/O processing and the mass transfer of personnel resulting from the major revisions of Headquarters and Field T/O's. A third deals with numerous processing short cuts that can be accomplished through the use of a Standard Form 50, particularly where only minor changes are to be reflected.

3. Since implementation of these proposals is dependent upon the adoption of the Form 50 for Confidential Funds Personnel Actions, and will result in a more effective distribution of the work load within this Office--as well as within Operating Offices--an early decision is urgently requested.



Harrison G. Reynolds  
Director of Personnel

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